



CITY OF CHICAGO

Deputy Director – Emergency Management

JOB ANNOUNCEMENT

Office of Emergency Management & Communications
Emergency Management Division

Number of Vacancies: 1

The City of Chicago Office of Emergency Management & Communications is seeking a Deputy Director to oversee its Emergency Management division.

Some of the essential duties of this position include, but are not limited to:

- Oversees all emergency management functions for the department, including planning, preparedness, and response efforts related to large-scale incidents and events as well as severe weather.
- Manages planning for all hazards and all types of emergency operations, including contingency planning for special events and severe weather.
- Directs planning and coordination meetings and develops multi-agency operational plans for large-scale events and incidents throughout the city, including workshops, functional courses, and full-scale exercises for local, state, and regional partners in both the public and private sectors.
- Manages professional emergency management staff engaged in developing and updating City-wide emergency management plans in preparation for and response to emergency and disaster situations.
- Oversees the development and implementation of operating procedures and action plans to effectively utilize emergency personnel and equipment during emergency or disaster situations.
- Activates the proper response plan during emergency situations/public safety incidents, following established protocols and standard operating procedures.
- Oversees the development of Incident Action Plans for City sponsored special events.
- Oversees and coordinates emergency personnel and services at emergency or disaster incidents.
- Monitors and directs the coordination of recovery efforts to restore services and operations.
- Manages emergency planning projects, directing staff activities including disaster simulation exercises and emergency operations drills to prepare City departments to effectively respond to emergencies.
- Conducts research and prepares reports for management of best practices and new developments in the area of emergency management preparedness.

- Oversees staff performing threat and vulnerability assessments, determining necessary security and risk mitigation measures.
- Oversees the preparation of executive-level reports relating to emergency operations planning and preparedness activities.
- Oversees the preparation of public information materials and conducts public education presentations on emergency management programs.
- Provides direction and guidance to emergency management division.

APPLICATION PROCESS

You must submit (1) a cover letter and (2) your resume in electronic copy to:

Anna Statham
Deputy Director / Chief of Staff
Office of Emergency Management & Communications
Anna.Statham@cityofchicago.org

THIS POSITION IS SHAKMAN EXEMPT

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree, plus at least five years of managerial experience in emergency management and/or public safety and/or disaster response and recovery and/or incident management; or an equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidates should have:

- Previous experience in positions involving managing the development and implementation of policies, strategic operating planning and procedures for a large public safety operating department or agency
- Previous experience in large-scale event planning and coordination
- Written communication skills (sufficient to prepare written correspondence reports and memorandums to the Executive Director and other Department heads)
- Oral communication skills (sufficient to converse with peers, superiors, subordinates, elected officials and other Department liaisons)
- Previous work experience in positions requiring the composition of Incident Action Plans and/or Operation Plans and/or Emergency Operations Center experience
- Previous experience in planning of contingency and mitigation plans for large scale events (including emergency planning) for a large municipality and/or County and/or or a large Metropolitan area
- Previous experience in coordination and/or planning of emergency procedures with

neighboring regional jurisdictions during a major catastrophic event

- Previous experience in coordinating on-scene, emergency field operations or experience in an emergency operations center
- Proficiency working with Microsoft Office Suite
- Ability to assess the effectiveness of division operations
- Ability to establish division goals, objectives, policies, and procedures.
- Considerable management skills
- Considerable analytical skills
- Excellent oral and written communication skills

RESIDENCY REQUIREMENT

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in Section 2-152-050 of the City of Chicago Municipal code. Proof of residency will be required.

City of Chicago
Lori E. Lightfoot
Mayor

Department of Human Resources
Christopher Owen
Commissioner

ANNUAL SALARY

\$135,456.00